



# MUSIC MENTORSHIP PROGRAM

## MENTEE INFORMATION

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### WELCOME

The Music Mentorship program is available to all 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 4<sup>th</sup> year or higher undergraduate students.

The program provides a tremendous opportunity to connect with Faculty of Music alumni, learn more about music careers, and explore the various opportunities that a music education can provide. The program runs throughout the academic year from September through April.

### PROGRAM GOALS

The goals of the mentorship program are to:

- Introduce music students to music professionals in an informal setting.
- Build a community of mentorship both at the faculty and in the Toronto area.
- Give students an opportunity to find role models in the music community who can share experiences and advice that may help students choose the academic programs and career paths that are right for them.

### MATCHING PROCESS

- Mentors fill out a mentor questionnaire describing their previous academic involvement, areas of employment/expertise, and other relevant personal details.
- Interested music students complete a mentee questionnaire and are matched with mentors based on their specified preferences.
- Once mentors have been matched the alumni office will be in contact to provide all of the details.

Please note that, we endeavor to match mentors and mentees on as many details as possible. It is not always possible to provide matches exactly as requested.

### INITIAL MEETING

Students are responsible for contacting the mentor to set up the first meeting.

At the end of the first meeting, mentors and mentees should schedule their next meeting. We recommend that you meet 2-3 times each semester.

### ROLES & RESPONSIBILITIES

#### Mentees

- Make the initial contact to set up the first meeting
- Draft plan of topics to cover in the first meeting
- Work with the mentor to set out next steps /discussions for subsequent meetings
- Ensure that the next meeting has been scheduled (we recommend 2-3 meetings each semester)

#### Mentors

- Make themselves available for at least four meetings throughout the academic year
- Help the mentee to frame his/her goals for the mentorship relationship

### TOPICS FOR DISCUSSION

- Challenges and rewards of a particular area of music
- A typical work day/week
- Relevant academic courses and co-curricular activities
- Advice about career paths
- Interview/performance techniques
- Work/life balance
- Time management
- Short-, medium-, and long-term career goals

## KEY DATES

<b>MATCHING RECEPTION</b> In September we will advise all mentors and mentees of their matches. Match documents will include some background information and contact details. Shortly after, a reception will be held for all mentees and mentors. We hope many will be available to attend. If you are unavailable to attend the reception, contact your mentor to set up a time for the first meeting.	SEPTEMBER 2014
<b>SECOND MEETING</b> The second meeting should take place by end of October. If you have not been able to reach your mentor, please advise the Program Coordinator so that she can help facilitate the process.	OCTOBER 2014
<b>FOLLOW UP</b> The Program Coordinator will follow up for a brief check-in to ensure that everything is running smoothly in the mentor relationship. Mentors will also receive check-in at this time.	JANUARY 2015
<b>SOCIAL EVENT</b> We will announce a performance and an informal get together.	FEBRUARY 2015
<b>E-SURVEY</b> An e-survey will be sent to all program participants. Please take the time to fill out this 5 minute questionnaire to help us to improve the process and delivery of the mentorship program.	APRIL 2015

## MAKE THE MOST OF YOUR MENTORSHIP EXPERIENCE

- **Be proactive** in cultivating the mentor relationship. Your mentor will remember your efforts.
- **Arrive on time** for the mentoring meetings and give advance notice of cancellations (at least 3 days, when possible). Your mentor will appreciate the courtesy.
- **Draft a plan** which includes questions and or issues to discuss in the meeting. This will show your commitment to using their time wisely.
- **Provide some background** about your education, interests, hobbies, and work experiences. This will give a starting point for conversation.
- **Send a thank you** email after the initial meeting. Email is considered a more professional communication tool than a text message.

## APPLYING TO THE MENTORSHIP PROGRAM

All applications must be made through the online registration system. To access the form, please visit:  
[www.music.utoronto.ca/alumni/mentorship.htm](http://www.music.utoronto.ca/alumni/mentorship.htm)

## CONTACT INFORMATION

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